

Dear Applicant,

Thank you for your interest in doing business with the City of Danville. If you would like to be added to our vendor's list, you simply need to print and complete the application below. To fill in the Commodities portion of the application, you may want to scan our [Commodities](#) list. When we receive your application, we will add your company's name to our database and we may contact you when any relevant projects are posted.

Placement on the Vendor's list, however, is no guarantee that your company will receive a solicitation to bid. The City keeps a vendor's list as a convenience for the vendors. To assure that you are kept informed of all upcoming bid requests, please check our newspaper ads, the board out side of the Purchasing Department, and the Upcoming Bids Section of this Website. The City reserves the right to remove vendors from our listing after a period of inactivity.

The completed form may be mailed to:

City of Danville
Purchasing Department
PO Box 3300
Danville, VA 24543

Or faxed to:

(434) 799-5102

(434) 799-6528 (P)
(434) 799-5102 (F)

CITY OF DANVILLE
PURCHASING DEPARTMENT
DANVILLE, VIRGINIA 24543

PO BOX 3300

VENDOR'S APPLICATION

I. Legal Name: _____ Trade Name: _____

SSN or EIN: _____

Address: _____ E-Mail Address: _____

- ☐ Individual
☐ Partnership
☐ Sole Proprietor
☐ Corporation
☐ Trust/Estate/Charitable Organization
☐ Governmental Entity

II. Is your organization (association, club, religious, charitable, educational, or other group) tax exempt under IRS Code Section 501(a)?

- ☐ Yes
☐ No

Business License Number _____ City/State _____

State Contractor's No. _____ Class _____ State _____

Address to which bids/proposals should be sent:

Remittance Address (if different):

Telephone # _____ Fax# _____

Specific materials/services/commodities you seek to furnish:

***** PLEASE PROVIDE W-9 FORM WITH VENDOR APPLICATION *****

Certification: Under penalties of perjury, I certify that:

(1) The number shown on this form is my correct taxpayer identification number (or I am awaiting for a number to be issued to me), and (2) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding. You must cross out item (2) above if you have been notified by IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return. (See Specific Instructions on IRS Form W-9.)

Contact Person _____ Signature _____ Date _____